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Finance Letter 38
Classification 507

LEAVE RECORDS

I. GENERAL

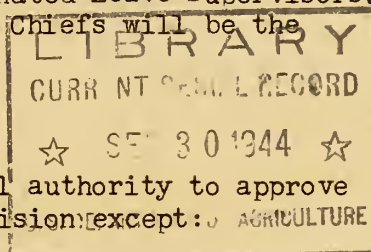
Pursuant to General Administrative Instruction No. 2352, dated May 31, 1944, the responsibility for maintenance of leave records for employees of the Washington office was transferred from the Personnel Division to designated supervisors of the Finance Division. Leave records will be maintained in accordance with General Administrative Instructions Nos. 2352 and 2353, with the following exceptions.

II. LEAVE SUPERVISORS

Section Chiefs and Unit Chiefs are designated Leave Supervisors. The Acting Section Chiefs or Acting Unit Chiefs will be the alternates.

III. APPROVAL OF LEAVE

A. The Leave Supervisor shall have final authority to approve leave for employees under his supervision except: AGRICULTURE



1. Extended Annual Leave

All requests for annual leave in excess of 14 days must be supported by adequate justification and submitted through the Administrative Officer to the Chief Fiscal Officer for approval. Annual leave will not be approved when such approval will be detrimental to the public interest, except in cases of emergency.

2. Advanced Sick Leave

All applications for advanced sick leave shall be supported by adequate justification and submitted through the Administrative Officer to the Chief Fiscal Officer for approval.

3. Leave Without Pay

All applications for leave without pay shall be supported by a recommendation from the Leave Supervisor and a statement explaining the circumstances necessitating the request and shall be submitted through the Administrative Officer to the Chief Fiscal Officer for approval.

Finance Staff
Communications and Records

8/26/44

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IV. LEAVE CLERKS

Leave Clerks may be appointed by the Leave Supervisors to perform the mechanical operations of posting leave records, and to do routine checking involved in the maintenance of leave records. The Leave Clerks will have no authority to approve leave; however, leave may be requested through the Leave Clerk and it will be the responsibility of the Leave Clerk to obtain approval from the Leave Supervisor and notify the employee of final action. The Leave Supervisor will have full responsibility for proper maintenance and correctness of leave records for employees under his supervision.